

Workplace Alaska

Class Specification Facilities Project Manager I, ACS

Created: 09/15/2006 by calee	AKPAY Code: Class Outline Cat:	Class Code: Class Range:	C3311 20
Finalized on:	Approved by:	Class Status:	Active

Category: Professional
Original Date: 09/15/2006

Class Title: Facilities Project Manager I, ACS
Use MJR Form: Standard

Original Comments:
09/15/2006 - Original

Subsequent Revision Dates/Comments:

Last Update: 09/15/2006

EEO4:

SOC: 11-9021

Census:

Last Update Comments:

Definition:

Under general direction, a Facilities Project Manager I is responsible for the management of design and construction contracts for the Alaska Court System associated with a new or remodel construction project of less than 100,000 square feet, or the concurrent management of several major construction, renovation, or leasehold projects that total less than 75,000 square feet in the aggregate.

Distinguishing Characteristics:

Positions in the Facilities Project Manager series are responsible for the management of new construction and renovation projects for the Alaska Court System. Levels within the series are distinguished by the size and complexity of the projects assigned.

The Facilities Project Manager I is distinguished from the Facilities Project Manager II by the responsibility of the Facilities Project Manager II for new construction and remodel projects of 100,000 square feet or larger, or the concurrent management of several major construction or renovation projects that total 75,000 square feet or larger.

Incumbents are engaged in the full-time management and oversight of all phases of the design and construction process. Incumbents work independently within the limits of delegated authority.

Positions in this series are in the partially exempt service and serve "at will" to the appointing authority.

Examples of Duties:

Manage smaller construction projects and associated professional contracts.

Manage smaller leasehold projects that are combined with capital funded projects.

Manage and coordinate all activity in the design, construction, and warranty phases of assigned projects.

Prepare specifications, Invitations to Bid, Requests for proposals, and contracts for issuance by the Facilities Manager.

Evaluate issues, make decisions, or recommend action based upon statutes, regulations, building codes, and local planning, zoning, design, and construction standards.

Log, track progress, negotiate and coordinate resolution of Requests for Information (RFIs), Requests for Proposals (RFPs) Change Orders, Shop Drawings, Submittals, and other work requests. Perform detailed and difficult research work in support of any claims by consultants or contractors.

Perform daily inspections, write reports, and maintain a photo journal of assigned projects.

Work in the field and visit construction projects regularly.

Knowledge, Skills and Abilities:

The Project Manager I requires knowledge of:

- The principles and techniques of administrative management, including organization, planning, staffing, budgeting, and reporting.
- The principles and techniques of project management, cost management, and documentation.
- Procurement and contract statutes, regulations, rules, and procedures.
- Current developments and trends in architecture, engineering, and construction.
- Construction codes and regulations.
- State and local planning, design, and construction standards.

The Project Manager I requires skill in:

- Contract negotiations.
- Reading and interpreting schematics, blue prints, building codes, contract documents.
- Preparing contract specifications, bidding documents, contract awards, and change orders.
- Using computer aided drafting software, project management software, and standard office applications.

The Project Manager I requires the ability to:

- Analyze and appraise facts to make management decisions.
- Evaluate and enforce compliance with schedules and cost estimates.
- Set goals, monitor progress, and adjust resources to accomplish project timelines and objectives.
- Develop and maintain effective working relationships with associates, contractors, and consultants.
- Communicate effectively in written and verbal forms.

Minimum Qualifications:

A bachelor's degree from an accredited college in engineering, architecture, construction management, or a closely related field, AND three years of professional level experience managing facility design and construction.

Substitution:

Four years of professional level experience in construction administration and project management will substitute for the required bachelor's degree.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Professional level experience includes substantial responsibility for the oversight of projects and the supervision of contractors and design professionals. Clerical, technical, and paraprofessional work related to construction administration and project management DOES NOT qualify.

Preferred Qualifications include licensure by the State of Alaska as a Professional Engineer or Architect; Project Management Institute certification; or Construction Specifications Institute certification.

Minimum Qualification Questions:

Do you have a bachelor's degree from an accredited college in engineering, architecture, construction management, or a closely related field?

AND

Do you have three years of professional level experience managing facility design and construction?

Or Substitution:

Do you have four years of professional level experience in construction administration and project management?

AND

Do you have three additional years of professional level experience managing facility design and construction?